

## TEXAS WOMAN'S UNIVERSITY FACULTY SEARCH AND APPOINT CHECKLIST

Completed	#	Action	Person/Group Responsible
	1	Complete <i>Request for Faculty Search</i> form and forward to Dean for approval. If the search is to fill an existing position, a letter of resignation and terminating PTF must accompany the Request for Faculty Search form. Any deviation from this policy must be approved by the Office of Human Resources. NOTE: The University has the right to do a faculty search on a prospective position opening.	Department Chair/Associate Dean
	2	Approve request and forward to provost for approval.	Dean
	3	After approval to fill the position, select search committee and appoint chairperson.	Department Chair, in consultation with the Dean
	4	Send a copy of the approved request to the office of Human Resources to establish tracking criteria. Contact or meet with representative of Human Resources to review search process.	Provost Search Committee
	5	Review job description and create advertisement; develop and implement a recruitment plan. Advertisement <u>must</u> be approved by the Manager of Recruitment and Selection in Human Resources prior to advertising. See Template on R&S website.	Search Committee
	6	Determine criteria for selection and point values to be assigned in the <i>Faculty Applicant Selection Matrix</i> . Develop interview questions related to selection criteria.	Search Committee
	7	Forward <i>Faculty Applicant Selection Matrix</i> and Interview Questions to Human Resources for approval.	Search Committee
	8	Candidates are required to submit CVs/ resumes directly to the <a href="mailto:facultyjobs@twu.edu">facultyjobs@twu.edu</a> mailbox. HR will set up a vacancy folder in Outlook for open faculty postings (see Outlook/ public folder/ faculty jobs/ departmental listing). The search committee should send an email to the employment team to identify the individuals that should be granted viewing permission in the folder.	Search Committee
	9	The Diversity Officer will also have access to review the resumes/ CV's in this folder and may require additional advertising if the applicant pool lacks diversity.	Search Committee/ Diversity Officer
	10	Conduct telephone interview with selected candidates.	Search Committee
	11	Recommend to the department chair and dean candidates for on-campus interview.	Search Committee
	12	Contact individuals selected for on-campus interview and request candidates to complete the TWU <i>Employment Application</i> form and pre hire forms prior to the interview. These forms can be emailed to the candidates. The Affirmative Action form no longer needs to be completed; this data is being collected electronically by HR.	Search Committee
	13	Inform candidates that unofficial transcripts of all academic work will be expected at the time of the on-campus interview.	Search Committee
	14	Notify candidates for on-campus interview that a background check will be completed and references will be contacted.	Search Committee
	15	Conduct reference checks on the individuals selected for on-campus interview.	Search Committee
	16	Verify that candidates have completed all degrees listed on Curriculum Vitae	Search Committee
	17	Plan and conduct on-campus interviews.	Search Committee
	18	Collect and analyze evaluative data from interviews/reference	Search Committee

		checks. Evaluation is based on selection criteria previously identified.	
	19	Recommend top candidates to department chair/dean providing a written assessment of the strengths and weaknesses of each candidate recommended.	Search Committee
	20	Complete <i>Request to Appoint Regular Faculty</i> form and forward with the recommendation and the complete search file to the department chair. With the file, forward the blank <i>Faculty Applicant Selection Matrix</i> with the names of the candidates interviewed on campus.	Search Committee
	21	Review search committee recommendation and make a recommendation to the dean. Forward the <i>Request to Appoint Regular Faculty</i> form and the complete search file to the dean.	Department Chair
	22	Complete the <i>Faculty Applicant Selection Matrix</i> , including all candidates interviewed on campus.	Dean
	23	Forward search file to Diversity Officer for approval to make a job offer. Include the <i>Notification and Authorization to obtain Information</i> form.	Dean
	24	Send a copy of the <i>Application</i> with the <i>Authorization to obtain information form</i> to Human Resources to complete employment verifications and conduct a criminal background check. Please note: out-of-state background checks may take up to 3 days to complete	Human Resources
	25	Complete the <i>Faculty Qualifications</i> Form and send to the Associate Vice President for Institutional Effectiveness and Research for approval of qualifications. This form should be completed carefully to <u>ensure</u> the documented qualifications validate the qualifications listed in the posting.	Dean
	26	Forward the complete search file to the Provost.	Associate Vice President
	27	Approve or deny request to hire.	Provost
	28	Make a verbal offer to the candidate selected. Remind candidate of need for official transcripts from all colleges/universities attended.	Dean
	29	Notify Provost in writing if candidate verbally accepts.	Dean
	30	Send a copy of the Faculty Applicant Selection Matrix to Human Resources for filing.	Dean
	31	Send official letter offering appointment.	Provost
	32	Notify the Manager of Recruitment and Selection that the offer letter has been signed/ returned and advertisements need to be removed from website(s).	Office of the Provost
	33	Complete Personnel Transaction Form	Department Chair

Revised 07/20/07